



SUSPENSION OF E-BILLING/E-RENEWAL PROGRAM FOR CERTIFICATE OF DOCUMENTATION RENEWALS

The USCG has temporarily suspended the automated e-billing/e-renewal program for Certificate of Documentation (COD) renewals issued by the National Vessel Documentation Center (NVDC). The program was designed to provide customers enrolled in the program automated e-mail notifications and direct links to online payment systems 60 days prior to expiration of CODs. The Coast Guard will consider reconstituting this program when resources become available.

NVDC will continue to issue and mail pre-printed CG-1280 Application for Renewal forms to customers approximately 60 days prior to the expiration date of the COD via United States Postal Service (USPS), and have the following options for renewing:

PAY ONLINE: (single vessels only):

- Visit our website at www.uscg.mil/nvdc
- Follow the instructions under the 'Order Products Online' link.
- Official Number is required to complete the process.

CUSTOMERS WHO PAY ONLINE ARE NOT REQUIRED TO SUBMIT A SEPARATE CG-1280.

IF THE CG-1280 WAS MAILED TO YOU:

- Pay Online (see above)
- **OR**
- Sign, date and indicate Capacity of Person signing.
- Enter change of address information, if applicable. Contact the NVDC for changes to anything **other than address**.
- Contact, Payment and Submission options listed below.

IF YOU OBTAINED A BLANK, FILLABLE CG-1280 (from our website):

- Pay Online (see above)
- **OR**
- Insert name and address in upper left corner of form to the left of the NVDC return address.
- Enter change of address information, if applicable. Contact the NVDC for changes to anything **other than address**.
- Sign, date, indicate Capacity of Person signing AND enter Vessel Name and Official Number in block titled VESSEL NAME AND OFFICIAL NUMBER in lower right corner.
- Contact, Payment and Submission options listed below.

PAYMENT: A fee of \$26.00 is required to renew CURRENT CODs. If paying by credit card, submit completed CG-7042 Authorization for Credit Card Transactions. Checks and/or money orders should be made payable to: U.S. Coast Guard.

NOTE: Renewal requests received up to 30 days after expiration date on the COD will be considered 'late' and will require an additional \$5.00 late fee payment (\$31.00 total).

Renewal requests received 31 days or more after expiration date of the COD will result in the COD being 'expired' and will require reinstatement via CG-1258 Application For Initial Issue, Exchange, Or Replacement Of Certificate Of Documentation; Redocumentation and payment of \$84.00. For more information on reinstatement, visit our website at: www.uscg.mil/nvdc and follow the links under Instructions and Forms.

In accordance with 46 CFR 67.500(e) Application fees are not refundable.

SUBMIT: Completed CG-1280 and payment to:

U.S. Coast Guard
PO Box 1119
Falling Waters, WV 25419-1119

OR

By e-mail to VDC-PF-NVDCRENEWALS@USCG.MIL

CONTACT NVDC: Toll free, Monday, Tuesday, Wednesday or Friday at: (800)799-8362 or (304)271-2400. Phone Hours are 0900-1500 (9:00 a.m. to 3:00 p.m.).